External Examination Regulations for Continuing Education Master Programmes

Albstadt-Sigmaringen University

MExtPO 2023 version

Unofficial English translation

This translation is provided for information. The German original is authoritative. Section and paragraph numbering, cross-references, module codes and numerical values have been retained. Translator's notes at the end identify apparent inconsistencies in the original; these have not been substantively corrected.

Pursuant to § 8(5) in conjunction with § 19(1) and § 33(1) of the Act on Higher Education Institutions in Baden-Württemberg (Landeshochschulgesetz - LHG) of 1 January 2005 (Law Gazette, p. 1 et seq.), last amended by the Act of 21 December 2021 (Law Gazette 2022, pp. 1, 2), the Senate of Albstadt-Sigmaringen University adopted the following statutes on xx.xx.2023.

Date stated in the source: xx.xx.2023.

The Rector approved these statutes pursuant to § 32(3), sentence 1, LHG.

Contents

Chapter 1 General provisions

§ 1 Scope and gender equality statement
§ 2 Standard period of study programme structure and modularisation
§ 3 Purpose examination structure and deadlines and loss of the right to take examinations
§ 4 ECTS credits and workload
§ 5 Languages of instruction and examination and teaching and learning formats

Chapter 2 Examination bodies and responsibilities

§ 6 External Examination Board
§ 7 Responsibilities
§ 8 Examiners and assessors
§ 9 Central Examination Board
§ 10 Examinations Office
§ 11 Programme coordination

Chapter 3 Admission forms of assessment and recognition

§ 12 Application for admission
§ 13 Admission to the external examination
§ 14 Forms of assessment
§ 14a General provisions for online examinations
§ 14b Online examinations under video supervision
§ 14c Oral online examinations
§ 14d Online examinations in open book format
§ 14e Written online examinations
§ 15 Examination dates
§ 16 Grading of module examinations and module component examinations
§ 17 Passing module examinations and module component examinations
§ 18 Retaking module examinations and module component examinations and loss of the right to take examinations
§ 19 Cheating and misconduct
§ 20 Recognition and crediting towards the programme and examinations

Chapter 4 Master examination

§ 21 Purpose of the Master examination
§ 22 Master's thesis
§ 23 Defence of the Master's thesis
§ 24 Overall result and examination certificate
§ 25 Master's degrees and degree certificate
§ 26 Diploma Supplement
§ 27 Definitive failure of the Master examination
§ 28 Invalidity of the Master examination
§ 29 Access to examination records

Chapter 1 General provisions

§ 30 Abbreviations and designations

Chapter 2 Specific provisions for the Global MBA

§ 31 Scope
§ 32 Academic degree and programme
§ 33 Structure
§ 34 Modules assessments definitions and notes
§ 35 Programme commencement
§ 36 Programme specific admission requirements
§ 37 Modules course units and assessments
§ 38 Transfer and crediting of assessments from the USA

A General Part

Chapter 1 General provisions

§ 1 Scope and gender equality statement

(1) These External Examination Regulations govern the Master examination for students who are not enrolled at Albstadt-Sigmaringen University, as an external examination within the meaning of § 33 LHG.

(2) Preparation for the assessments must take place with an education provider cooperating with Albstadt-Sigmaringen University.

(3) References to status, functions and occupations in these statutes apply equally to all genders.

§ 2 Standard period of study programme structure and modularisation

(1) The standard period of study is normally 24 months.

(2) The programme has a modular structure. A module is a unit of study comprising one or more courses or module components that either build on one another methodologically or are related in content. An examination must be taken for each module.

(3) The Special Part specifies the types and number of modules to be completed in the compulsory and compulsory elective areas (compulsory modules and compulsory elective modules). The content framework, the competencies to be acquired and the responsibility for each module are described in the module handbook for the relevant programme.

§ 3 Purpose examination structure and deadlines and loss of the right to take examinations

(1) The Master examination is conducted as an external examination in accordance with these statutes.

(2) The Master examination establishes whether candidates understand the interrelationships between the subject areas covered in the Special Part and grouped into modules, and whether they are able independently to apply the methods and findings of those areas in an academic manner.

(3) The Master examination consists of module examinations, the Master's thesis and a defence of the Master's thesis. Module examinations comprise several graded or ungraded module component examinations. The Special Part specifies the module examinations, including their component examinations.

(4) Module examinations or module component examinations are taken in conjunction with preparatory courses for which the cooperating education provider is responsible.

(5) The tables in the Special Part of these External Examination Regulations inform participants of the types and number of module examinations or module component examinations required, the dates by which they must be completed, and the Master's thesis and its examination arrangements.

(6) The assessments forming part of the Master examination should be completed by the end of the standard period of study. The right to take examinations and admission to the programme lapse if the assessments forming part of the Master examination have not been completed within 24 months after the date specified in sentence 1, unless the participant is not responsible for exceeding the deadline. For participants with a disability or chronic illness, the External Examination Board also decides on an extension of the examination deadline upon application accompanied by appropriate evidence, such as specialist medical certificates. When the application is considered, the applicant may request that the officer responsible for students with disabilities or chronic illnesses be invited as an advisory guest.

(7) Upon a participant's application, maternity protection periods under the applicable version of the Act on the Protection of Working Mothers (MSchG) must be taken into account accordingly. The necessary

evidence must accompany the application. Maternity protection periods suspend every deadline under these statutes; the duration of maternity protection is not included when calculating the deadline.

(8) Likewise, periods of parental leave under the applicable version of the Act on Child-Raising Allowance and Parental Leave (BErzGG) must be taken into account upon application. No later than four weeks before the intended commencement of parental leave, the participant must notify the responsible External Examination Board in writing, enclosing the necessary evidence and specifying the period or periods for which parental leave is sought. The External Examination Board must examine whether the statutory conditions that would entitle an employee to parental leave under the BErzGG are satisfied and inform the participant of the outcome. The time allowed for completing the Master's thesis cannot be suspended by parental leave. As a rule, the agreed topic is deemed not to have been assigned. After parental leave ends, the participant may begin with a new topic. In justified exceptional cases, however, the completion period may be extended during parental leave upon application. The External Examination Board decides on this matter.

§ 4 ECTS credits and workload

(1) In accordance with the European Credit Transfer System, ECTS credits describe the average workload required to complete a module successfully. The average workload required is 30 hours per ECTS credit.

(2) The allocation of ECTS credits to module components is governed by the Special Part. ECTS credits are awarded only when all module component examinations required within the relevant module have been completed. Each module is allocated the sum of the ECTS credits of its component units. ECTS credits are likewise awarded for a passed Master's thesis in accordance with the Special Part.

§ 5 Languages of instruction and examination and teaching and learning formats

Preparatory courses and module examinations or module component examinations are normally conducted in English or German. The programme comprises attendance phases, online tutorials and periods of self-directed learning. Attendance phases may also be conducted as online conferences. Further details may be specified in the Special Part of these External Examination Regulations.

Chapter 2 Examination bodies and responsibilities

§ 6 External Examination Board

(1) The External Examination Board appointed for the programme is responsible for organising the Master examination as an external examination and for the duties assigned by these External Examination Regulations. It normally consists of three members, but no more than seven. Members serve a four-year term. The External Examination Board normally meets once per semester.

(2) The chair, deputy chair, other members of the External Examination Board and their deputies are appointed by the Faculty Council of the faculty to which the programme is assigned. They are selected from the professors of that faculty and professors of other faculties who regularly conduct preparatory courses in the programme or faculty. If a member leaves before the end of the term, a successor is appointed for the remainder of that term. Representatives of the cooperating education provider may be invited in an advisory capacity. The chair manages the business of the External Examination Board.

(3) The External Examination Board ensures compliance with the provisions of these External Examination Regulations.

(4) Members of the External Examination Board are entitled to attend module examinations or module component examinations and, where applicable, the defence of the Master's thesis as observers, without rights of participation or voting.

(5) Members of the External Examination Board and their deputies are bound by official confidentiality. If they are not employed in the public service, the chair must formally require them to maintain confidentiality.

§ 7 Responsibilities

(1) The External Examination Board for the relevant programme decides by simple majority; in the event of a tied vote, the chair has the casting vote. It decides:

1. whether a participant is responsible for exceeding a deadline;
2. on extensions of examination deadlines;
3. on the appointment of examiners and assessors;
4. on the recognition and crediting of periods of study, coursework and assessments towards the programme and examinations;
5. on the consequences of breaches of examination rules;
6. on the annulment of module examinations or module component examinations where valid reasons exist;
7. on whether the Master examination has been passed or failed.

(2) Decisions of the External Examination Board must be communicated to the participants concerned. Adverse decisions must be communicated in writing without delay and include information on available legal remedies.

(3) The Programme Coordination Office assists the External Examination Board in carrying out its duties.

(4) The member of the Rectorate responsible for teaching decides on formal objections in study and examination matters under paragraph (1).

(5) The Examination Board makes recommendations for reforming the Examination Regulations.

(6) The Examination Board may delegate specific duties to the chair or other members.

§ 8 Examiners and assessors

(1) The examiner for a module examination or module component examination is normally the person who had primary responsibility for delivering the preparatory course underlying that examination. In addition to professors, teaching staff of the external education provider, lecturers, teaching staff with special responsibilities and persons experienced in professional practice and training may be appointed as examiners, provided that they hold at least the qualification being assessed or an equivalent qualification.

(2) § 6(5) applies accordingly to examiners and assessors.

§ 9 Central Examination Board

(1) A Central Examination Board is established at Albstadt-Sigmaringen University. It comprises a Vice-Rector as chair, the chairs of all examination boards and the head of Student Administration.

(2) The Central Examination Board coordinates the consistent application of Albstadt-Sigmaringen University's Study and Examination Regulations.

§ 10 Examinations Office

The duties of the Examinations Office include, in particular:

1. issuing individual records of examinations and ECTS credits (Transcript of Records);
2. issuing examination certificates, Master's degree certificates and Diploma Supplements.

§ 11 Programme coordination

(1) A Programme Coordination Office must be established to support the Examination Board. The Programme Director heads programme coordination in cooperation with the cooperating education provider.

(2) The duties of the Programme Coordination Office include, in particular:

1. administering examination registration;
2. managing the results of examination procedures;
3. preparing and drafting formal decisions;
4. supporting the Examination Board;
5. advising on general study matters and legal questions within the programme; subject-specific advice remains the responsibility of the academic teaching staff;
6. proposing examiners and assessors who, as teaching staff, have primary responsibility for delivering the preparatory courses underlying module examinations or module component examinations.

Chapter 3 Admission forms of assessment and recognition

§ 12 Application for admission

(1) The application for admission must be received by the cooperating education provider in good time. The education provider checks the requirements for admission to the external examination and forwards the application to the responsible External Examination Board at Albstadt-Sigmaringen University.

(2) Further details may be specified in the Special Part of these External Examination Regulations.

(3) § 20 applies to applicants who completed their studies outside the European Union.

(4) The External Examination Board responsible for the programme decides on the application for admission.

§ 13 Admission to the external examination

(1) Only persons who have prepared for the examination without having been enrolled as students in a degree course or study programme at a higher education institution within the territorial scope of the Basic Law of the Federal Republic of Germany, with content and an award comparable to the award sought under these External Examination Regulations, may take the external examination.

(2) Persons enrolled as students at a higher education institution in a degree course or study programme whose content and award are comparable to the award sought under these External Examination Regulations, or who have definitively failed the corresponding Master examination, are not admitted to the external examination. The chair of the External Examination Board decides on comparability.

(3) Admission to the external examination is granted to persons who:

a. can demonstrate completion of higher education studies comprising at least 210 ECTS credits, or an equivalent educational qualification; and

b. have commenced examination preparation with an education provider;

c. have an existing employment contract with a company or evidence of self-employment, with a workload that permits participation in a programme organised alongside employment as envisaged; and

d. ensure adequate preparation for the external examination by attending a preparatory continuing education programme of the cooperating education provider.

In all other respects, § 59 LHG applies accordingly.

(4) If, at the time of admission, only a completed Bachelor's degree comprising 180 ECTS credits can be demonstrated, 30 credits must be obtained by the time the Master's thesis is registered. An appropriate agreement should, where possible, be concluded within four weeks of admission. Further details may be specified in the Special Part.

(5) In addition, pursuant to § 59(2) LHG, evidence must be provided of qualified practical professional experience following completion of the studies referred to in paragraph (3), normally amounting to at least one year.

(6) Further details may be specified in the Special Part of these External Examination Regulations.

§ 14 Forms of assessment

(1) The form of assessment required for a module examination or module component examination is specified in the Special Part. Module examinations or module component examinations may take the following forms:

1. written examination;
2. oral examination;
3. electronic examination;
4. presentation;
5. practical work;
6. laboratory work;
7. written assignment;
8. practical report;
9. learning journal;
10. portfolio examination.

Further specific forms of assessment may be specified in the Special Part. A module examination or module component examination may also combine several forms of assessment.

(2) If a candidate credibly demonstrates that prolonged or permanent health conditions prevent them from taking all or part of a module examination or module component examination in the prescribed form, the chair of the responsible External Examination Board may, upon application and in consultation with the responsible lecturers, permit an extended completion period or equivalent module examinations or module component examinations in another form (compensation for disadvantage). This also applies to participants under maternity protection and participants with children or relatives requiring care. The informal application must be submitted to the responsible chair of the External Examination Board no later than four weeks before the module begins, accompanied, as applicable, by a specialist medical certificate, a certificate of the expected date of birth, a copy of the birth or adoption certificate together with a registration certificate for the child and the candidate, or a certificate of a relative's need for care issued by the long-term care insurance fund or Medical Service (MD). Comparable suitable evidence may be submitted instead of the documents listed in sentence 3.

(3) If a participant credibly demonstrates that they cannot complete coursework or assessments involving the use of laboratory animals to practise skills or illustrate biological, chemical or physical processes, they must be given the opportunity to complete equivalent coursework or assessments in another way (animal welfare in teaching). The required informal application must be submitted to the responsible chair of the External Examination Board no later than six weeks before the coursework or assessment begins.

(4) The time allowed for written examinations is specified in the Special Part.

(5) Oral examinations are normally conducted before at least two examiners (panel examination) or before one examiner in the presence of an assessor, either as group examinations or individual examinations.

(6) Oral module examinations last at least 10 minutes and no more than 30 minutes per candidate. Further details must be specified in the Special Part.

(7) The main subjects and results of the oral examination must be recorded in minutes.

§ 14a General provisions for online examinations

(1) Coursework and assessments may be completed using electronic information and communication systems (online examinations). The responsible External Examination Board decides, in consultation with the examiner, whether coursework or an assessment is offered online.

(2) Only information and communication systems operated by the University, or operated for the University under a data processing arrangement pursuant to Article 28 of the General Data Protection Regulation (GDPR), may be used for video conferences and video supervision of online examinations.

(3) Unless otherwise provided in this section and the following provisions on online examinations, the other provisions of these External Examination Regulations apply to online examinations.

§ 14b Online examinations under video supervision

(1) Written, oral and practical online examinations may be conducted under video supervision in accordance with §§ 32a and 32b LHG, provided that the use of aids or assistance from other persons is excluded as far as possible.

(2) Online examinations under video supervision are voluntary unless conducted on University premises or at test centres. Voluntary participation may be ensured, in particular, by offering an on-site examination on a corresponding date, insofar as this is legally permissible. The on-site examination takes place at the same time or within the same examination period. If on-site places are insufficient for all participants who wish to take only the on-site examination, the examiner selects from those who registered in time, taking account of their progress in the programme. Participants must be informed of the outcome in good time. Participants unable to take the alternative on-site examination because of capacity limitations must not suffer any disadvantage under examination law.

(3) Participants may change their registration from an online examination under video supervision to the alternative in-person examination up to one week before the date of the online examination.

(4) The examiner must ensure that participants receive the information required under § 32a(3) LHG before registering for the examination. The information required under Article 13 GDPR is provided centrally to participants. Before the online examination, participants must also be informed that, to prevent cheating pursuant to § 32a(5), sentence 2, LHG, they are required to activate the camera and microphone functions if the examination format requires this.

(5) An online examination under video supervision must be documented in paper minutes in a manner comparable to an in-person examination. In addition to the usual content, the minutes must record that the examination was conducted online, its form (oral, practical or written), any disruption to image or sound transmission, and any termination of the examination due to technical problems. The prescribed retention periods apply to the minutes. Recording an online examination under video supervision is prohibited. Candidates must be informed of this no later than the start of the examination.

(6) § 32b LHG applies in the event of technical problems during online examinations under video supervision. If the cause of a technical problem cannot be clearly established, the candidate may be required to take the next examination attempt solely as an on-site, in-person examination.

(7) Candidates should be given an opportunity, sufficiently in advance of an online examination under video supervision, to test the examination conditions in relation to technology, equipment and physical surroundings.

§ 14c Oral online examinations

(1) Oral coursework and assessments may be completed electronically via an audio and video connection (video conference or video call), provided that this is possible in light of content-related, technical, teaching and other considerations, such as the nature of the examination material (oral online examinations). Oral online examinations are treated as oral examinations or oral presentations within the meaning of the External Examination Regulations.

(2) Before the examination begins, the candidate must, at the examiner's request, hold their official photographic identification up to the camera. Participants must be permitted to cover information not required for identification, such as the identity card or passport number.

§ 14d Online examinations in open book format

(1) Computer-based assessments may be conducted at participants' premises using their own technical equipment, without the physical presence of a subject expert and with permitted aids (online examinations in open book format). However, it must be ensured that a subject expert can be contacted. Video supervision is not permitted for online examinations in open book format.

(2) If participants cannot take an online examination in open book format because they lack the necessary technical equipment, the University will, where possible, provide an equivalent alternative at the same time on University premises. Non-participation in an online examination in open book format must not give rise to legal disadvantages, such as the loss of an examination attempt or the right to take examinations.

(3) Online examinations in open book format are treated as a substitute for, or a supplement to, the assessment form "written examination" within the meaning of the External Examination Regulations. This does not apply to multiple-choice assessments.

§ 14e Written online examinations

(1) Written coursework or assessments may be conducted under video supervision in accordance with §§ 32a and 32b LHG (written online examinations). Written online examinations are treated as written assessments within the meaning of the External Examination Regulations.

(2) To verify their identity, participants must show a copy of their official photographic identification before the examination begins. The document may be used solely to verify identity during the particular written online examination. The examiner must delete the data immediately after the examination ends. If there are doubts about identity, identification must take place in a separate virtual room (breakout room) by showing the official photographic identification. In the case described in sentence 4, the provisions on identity verification for oral online examinations apply accordingly.

(3) Several candidates must be observed simultaneously during the examination (split-screen overview). Individual observation must be indicated. Separate virtual rooms (breakout rooms) must be used for questions relating to suspected cheating.

(4) In addition, if the examiner considers it necessary, participants must install centrally checked and approved software to restrict the use, during the written examination, of software, systems or websites other than those permitted. After the examination, participants must independently delete or uninstall this software.

(5) Briefly leaving one's seat is permitted upon the examination participant's request and acknowledgement by the invigilator.

§ 15 Examination dates

The Programme Director or Programme Coordination Office must notify candidates of the dates of module examinations or module component examinations in good time.

§ 16 Grading of module examinations and module component examinations

(1) The respective examiners determine the grades for individual graded module examinations or module component examinations (module grades or module component grades). The following grade levels must be used:

1 = very good (outstanding performance);

2 = good (performance substantially above average);

3 = satisfactory (performance meeting the average requirements);

4 = sufficient (performance that, despite its shortcomings, still meets the requirements);

5 = insufficient (performance that no longer meets the requirements because of substantial shortcomings).

(2) Module examinations comprising at least one graded module component examination receive a grade (module grade). The module grade is calculated as the weighted mean of the grades of all associated graded module component examinations, rounded up or down to x.0, x.3 or x.7. As a rule, individual module component grades are weighted proportionately to their ECTS credits; the weighting is specified in the relevant examination plan in the Special Part.

(3) Ungraded module component examinations are assessed as:

BE = passed;

NB = failed.

(4) In addition to the overall grade under paragraph (1), an ECTS grade or relative grade must be reported as a supplement to the German grade for completed degrees. Students who have successfully completed their studies receive the following ECTS grades:

A: the best 10%;

B: the next 25%;

C: the next 30%;

D: the next 25%;

E: the next 10%.

The ECTS grade for a student is calculated using the overall degree grades of all students in the relevant programme over the preceding six semesters. The ECTS grade is first calculated when at least 30 overall degree grades are available for the programme. If fewer than 30 overall grades are available when a student graduates, the student receives, upon application, a certificate stating their ECTS grade as soon as it can be determined.

No ECTS grade is awarded for individual modules.

§ 17 Passing module examinations and module component examinations

(1) A graded module examination or module component examination is passed (or completed) if it receives at least the grade “sufficient” (4.0).

(2) A module examination is passed when all associated module component examinations have been completed individually.

(3) A module examination or module component examination is deemed to have received the grade “insufficient” (5.0) or the assessment “failed” if a written or practical module examination or module component examination, such as a term paper, is not completed by the specified submission deadline.

§ 18 Retaking module examinations and module component examinations and loss of the right to take examinations

(1) A passed module examination or module component examination may not be retaken. Failed module examinations or module component examinations may be retaken twice, provided that the deadlines specified in § 3(8) are met. § 22(7) remains unaffected. If a module examination or module component examination is failed on the second retake (third attempt), it is deemed definitively failed.

(2) An external examination procedure commenced at Albstadt-Sigmaringen University cannot be concluded by means of a recognised or credited assessment.

§ 19 Cheating and misconduct

(1) If a candidate attempts to influence the result of a module examination or module component examination by cheating or using unauthorised aids, the examiner or examiners must assess the examination as “insufficient” (5.0) or “failed”. A person who disrupts the proper conduct of an examination may be excluded by the examiner or invigilator from continuing the module examination or module component examination; in this case, the examination is assessed as “insufficient” (5.0) or “failed”. In serious cases, the External Examination Board may exclude the candidate from further module examinations or module component examinations.

(2) The person affected may, within one month, request a review by the External Examination Board of decisions under paragraph (1). Adverse decisions must be communicated to that person in writing, state the reasons and include information on available legal remedies.

§ 20 Recognition and crediting towards the programme and examinations

(1) Coursework, assessments and degrees completed in degree courses or study programmes at state or state-recognised higher education institutions and universities of cooperative education in the Federal Republic of Germany, or in degree courses or study programmes at foreign state or state-recognised higher education institutions, are recognised provided that there is no substantial difference between the competencies acquired and the coursework, assessments or degrees they replace. Recognition serves the continuation of studies, the taking of examinations or the commencement of further studies.

(2) Where agreements and arrangements between the Federal Republic of Germany and other states concerning equivalence in higher education (equivalence agreements) favour students from foreign states in ways that differ from paragraph (1) and the applicable version of § 59(1), sentence 1, LHG (entry requirements for a Master’s degree programme), the provisions of those equivalence agreements take precedence.

(3) Where coursework and assessments are recognised as periods of study and module examinations or module component examinations, the grades must be transferred, insofar as the grading systems are comparable, and included in the calculation of module grades and the overall grade. Where grading systems are not comparable, the entry “passed” is made. Recognition may be indicated on the examination certificate. ECTS credits must be awarded for recognised module examinations or module component examinations pursuant to § 4(2) and in accordance with the Special Part.

(4) Knowledge and skills acquired outside the higher education system may replace no more than 50 per cent of the higher education programme (§ 35(3), sentence 2, LHG). They are credited through an individual procedure if:

- the applicable higher education entry requirements are met at the time credit is awarded; and
- the knowledge and skills to be credited towards the programme are equivalent in content and level to the coursework and assessments they are intended to replace.

The Special Part may provide for standardised crediting procedures. The crediting of knowledge and skills acquired outside the higher education system may be indicated.

(5) Students may submit applications for recognition and crediting. The applicant is responsible for providing the necessary information about the coursework or assessment for which recognition or credit is sought. Decisions refusing an application in whole or in part must state the reasons in writing and include information on available legal remedies.

(6) The applicant is responsible for providing the necessary information about the coursework or assessment for which recognition or credit is sought. Decisions refusing an application in whole or in part must state the reasons in writing and include information on available legal remedies.

(7) The responsible External Examination Board decides on recognition and crediting with the involvement of a subject lecturer or the person responsible for the module.

Chapter 4 Master examination

§ 21 Purpose of the Master examination

The Master programme leads to a further qualification for professional practice. The Master examination establishes whether candidates can demonstrate advanced academic subject knowledge and whether they are able to work independently in accordance with academic principles and to apply and further develop academic methods and findings.

§ 22 Master's thesis

(1) The Master's thesis is a written examination assignment. It should demonstrate the ability to address a problem in a subject area of the chosen programme independently, using academic methods, within a specified period.

(2) The Master's thesis is supervised by a professor. An additional supervisor may be:

another full-time professor;

a lecturer of the cooperating education partner, a lecturer or a member of teaching staff with special responsibilities, provided that the person works at Albstadt-Sigmaringen University in an area relevant to the programme;

a person experienced in professional practice and training who holds at least the qualification being assessed or an equivalent qualification.

(3) Participants determine the topic of the Master's thesis in cooperation with the supervising lecturer or professor.

(4) The Master's thesis should carry 20 ECTS credits. It must be completed within a period of up to six months. Further details are governed by the Special Part. Where necessary for reasons beyond the candidate's control, the completion period may be extended by no more than six months; the first examiner decides on this. If the first examiner is unavailable, the chair of the Examination Board decides. The supervisor or supervisors must limit the topic, task and scope of the Master's thesis so that it can be completed within the prescribed period. Further details are governed by the Special Part.

(5) The Master's thesis must be uploaded to the learning management system by the deadline. Upon submission, candidates must declare in writing that they have written the thesis independently and used no sources or aids other than those stated.

(6) The Master's thesis must be assessed by two examiners. One examiner (the first examiner) must be either a full-time professor at Albstadt-Sigmaringen University, or a professor serving as a lecturer at Albstadt-Sigmaringen University who can normally demonstrate a habilitation or a second doctorate and proven experience in supervising research in Master's and doctoral programmes. This examiner is also the supervisor of the Master's thesis. The grade is calculated as the arithmetic mean of the grades awarded by the examiners in accordance with § 16(1) and (3), rounded up or down to x.0, x.3 or x.7. The assessment procedure should not exceed four weeks. The Master's thesis is passed if it receives at least the grade

“sufficient”. If the Master’s thesis is not completed within the prescribed period, it is deemed to have received the grade “insufficient” (5.0).

(7) A Master’s thesis graded below “sufficient” (4.0) may be repeated once, provided that the deadlines specified in § 3(8) are not exceeded; a second repetition is excluded.

§ 23 Defence of the Master’s thesis

(1) A defence of the Master’s thesis takes place if provided for in the Special Part for the relevant programme. The defence normally consists of a presentation and a subject discussion. It takes place before an examination panel appointed by the responsible Examination Board. The panel comprises two examiners: the first examiner of the Master’s thesis and another examiner appointed by the responsible Examination Board. The latter is the second examiner of the Master’s thesis.

(2) The requirements for the defence of the Master’s thesis are governed by the Special Part.

(3) Professors, lecturers, teaching staff with special responsibilities, the Rector, the Vice-Rectors and the Deans are invited to the defence of the Master’s thesis. The defence is open to the public within the limits of available places. For compelling reasons or at the participant’s request, the public must be excluded from the entire defence or from parts of it.

(4) Immediately after receipt of the Master’s thesis, the Programme Coordination Office sets the date of the defence and informs the candidate through the learning management system. The period between this notification and the defence should be at least two weeks. A shorter period may be set only with the participant’s agreement.

(5) The defence of the Master’s thesis takes place as an online conference.

(6) The main proceedings of the defence must be recorded in minutes.

(7) The grade for the defence of the Master’s thesis is calculated as the arithmetic mean of the grades awarded by the examiners in accordance with § 16(1) and (3), rounded up or down to x.0, x.3 or x.7. The defence is passed if it receives at least the grade “sufficient” (4.0). The candidate must be informed of the result following the defence.

(8) A defence graded below “sufficient” (4.0) may be repeated once, provided that the deadlines specified in § 3(8) are not exceeded; a second repetition is excluded. § 14(2), § 18(1), sentence 1, and § 19 apply accordingly.

§ 24 Overall result and examination certificate

(1) The Master examination is passed if all module examinations specified in the Special Part, the Master’s thesis and the defence of the Master’s thesis have been passed.

(2) An overall grade is determined for a passed Master examination. It is calculated as the weighted mean of the compulsory and compulsory elective module grades determined pursuant to § 16(2) and (3), and the grade for the Master’s thesis. The weight of a module grade is the sum of the weights of its associated module component grades determined pursuant to § 16(2). As a rule, the Master’s thesis is weighted according to the ECTS credits allocated to it in the Special Part. Only the first decimal place is retained in determining the overall grade. All further decimal places are omitted without rounding. The overall grade is described as follows:

average up to and including 1.5 = very good;

average from 1.6 up to and including 2.5 = good;

average from 2.6 up to and including 3.5 = satisfactory;

average from 3.6 up to and including 4.0 = sufficient;

average of 4.1 or higher = insufficient.

(3) For outstanding performance (an overall grade of 1.2 or better), the overall assessment “passed with distinction” is awarded.

(4) An examination certificate for a passed Master examination must be issued without delay, where possible within four weeks. It must state the module grades and ECTS credits allocated to the modules pursuant to § 4(2), the topic and grade of the Master’s thesis and its ECTS credits, and the overall grade; the calculated numerical grades must be added in parentheses. Upon application, the specialisation, if any, and the duration of subject-specific study required to complete the Master examination must also be included.

(5) The certificate bears, as its completion date, the date on which the final assessment (module component examination, Master’s thesis or defence of the Master’s thesis) was completed. It is signed by the Rector and the chair of the External Examination Board.

(6) Examination certificates are issued in German and English.

§ 25 Master’s degrees and degree certificate

(1) Upon successful completion of the Master examination, Albstadt-Sigmaringen University awards the Master’s degree whose designation and abbreviation are specified in the Special Part.

(2) The Master’s degree certificate, bearing the date of the examination certificate, is issued at the same time as the examination certificate. It certifies the award of the Master’s degree. The degree certificate is signed by the Rector and bears the seal of Albstadt-Sigmaringen University. It is issued in German and English.

§ 26 Diploma Supplement

(1) Graduates also receive a Diploma Supplement in English and, at the student’s request, in German, containing information on programme content, the course of study and the academic and professional qualifications acquired through the award.

(2) The Diploma Supplement bears the date of the examination certificate and is signed by the chair of the responsible Examination Board.

(3) The Diploma Supplement contains an ECTS grading table for the final grade. This is based on the final grades of the last three graduating cohorts.

§ 27 Definitive failure of the Master examination

(1) The Master examination is definitively failed if:

1. the right to take examinations has been lost because a deadline has been exceeded;
2. a module examination or module component examination of a compulsory or compulsory elective module is failed, or deemed failed, on the second retake;
3. the Master’s thesis is failed, or deemed failed, on the second attempt;
4. where provided for in the Special Part, the defence of the Master’s thesis is failed, or deemed failed, on the second attempt.

(2) A formal decision on definitive failure of the Master examination must be issued, including information on available legal remedies.

(3) Where the Master examination has been definitively failed, an individual record of examinations and ECTS credits (Transcript of Records) is also issued.

§ 28 Invalidity of the Master examination

(1) If a candidate cheated in a graded module examination or module component examination and this becomes known only after the examination certificate has been issued, the grade may be corrected in

accordance with § 19(1). The module component examination, the associated module examination and the Master examination are declared failed. The same applies to the Master's thesis.

(2) If the conditions for taking a module examination or module component examination were not met, without the candidate having engaged in deception, and this becomes known only after the examination certificate has been issued, this defect is remedied by passing the examination. If permission to take the examination was wrongfully obtained, the module component examination, the associated module examination and the Master examination may subsequently be declared failed. The same applies to the Master's thesis and its defence.

(3) The person concerned must be given an opportunity to comment before a decision is made.

(4) The incorrect examination certificate must be withdrawn and, where appropriate, a new certificate issued. If the Master examination has been declared failed because of cheating, the Master's degree certificate and Diploma Supplement must also be withdrawn together with the incorrect examination certificate. A decision under paragraph (1) is excluded after five years from the date of the examination certificate.

§ 29 Access to examination records

Upon application, candidates are granted access, after completion of each module examination or module component examination or the Master's thesis, to their written examination work, the related assessment reports and the examination minutes. The application must be submitted to the Examinations Office no later than one year after completion of the Master examination procedure. § 29 of the State Administrative Procedure Act remains unaffected.

B Special Part

Chapter 1 General provisions

§ 30 Abbreviations and designations

Abbreviation	Meaning
TU	Tutorials
SE	Self-directed learning
WS	Attendance phase (workshop)
PP	Attendance phases assessed as NB or BE
IM	Integrated module examination
SK	Learning progress assessment
hrs	Hours
PM	Compulsory modules
WPM	Compulsory elective modules
EFM	Supplementary subject modules
PA	Project work
KO	Colloquium as part of the Master's thesis
MT	Master's thesis
ECTS	European Credit Transfer System
SCH	US semester credit hour
ECTS credit point	30 hours per ECTS credit
GPA	Grade point average

Chapter 2 Specific provisions for the Global MBA

§ 31 Scope

This Special Part of the External Examination Regulations contains provisions for the Master programme in Global Business Administration. It supplements the General Provisions of the External Examination Regulations for the Master programme undertaken alongside employment at Albstadt-Sigmaringen University.

§ 32 Academic degree and programme

The Master programme in Global Business Administration, undertaken alongside employment, is offered by the Faculty of Engineering at Albstadt-Sigmaringen University in cooperation with an education provider. The degree awarded is "Master of Business Administration" (abbreviated "M.B.A.").

§ 33 Structure

Description	Hours	ECTS
Attendance	300	10
Project work	1410	47
Tutorials	240	8
Independent study	750	25
Total study duration	2700	90
Compulsory elective	240	8

§ 34 Modules assessments definitions and notes

(1) The Faculty of Engineering has academic responsibility for the programme.

(2) The Faculty of Engineering is responsible for appointing the External Examination Board. A senior representative of the education provider and a participant in the programme may be consulted as experts.

(3) Assessments are completed in English and courses are taught in English.

(4) The following assessments are used in the MBA:

Progress assessments: For each module component, participants prepare a project assignment in which they solve a current practical management problem. Participants receive a written, graded assessment of each project assignment as a progress assessment. This does not apply to the final component of each module, the attendance phases or the Master's thesis.

Integrated module examinations: For the final component of each module, participants prepare a project assignment in which they also solve a current practical management problem. As far as possible, this project assignment integrates the components of the relevant module. Participants receive a written, graded assessment of this project assignment as an integrated module examination.

Master's thesis and colloquium: Chapter 4 of the General Part of these External Examination Regulations applies. The colloquium gives the participant the opportunity to defend the Master's thesis and answer the examiners' questions. No separate grade is awarded for the colloquium. The final grade for the Master's thesis is determined after the colloquium, and the result, together with the written assessment, is made available to the participant through the learning management system on the same day.

(5) Compulsory, compulsory elective and supplementary modules:

Compulsory modules: These are compulsory for all participants.

Compulsory elective modules: One compulsory elective module is compulsory for all participants. Participants may select one from a range of compulsory elective modules.

Supplementary modules: Supplementary modules may be prescribed for students who cannot demonstrate 210 ECTS credits at the time of graduation.

(6) The following learning formats are used in the Global MBA:

Tutorials: These are online sessions in which participants meet their teachers in a web conference. Interim reports from the self-directed learning phases are presented and discussed in an academic colloquium. The audience provides advice to those presenting.

Self-directed learning: These are periods in which participants work on work-integrated projects and undertake independent study.

Attendance phases: These are learning phases in which teachers and participants normally meet physically. They have a workshop format.

§ 35 Programme commencement

The Master programme in Global Business Administration, undertaken alongside employment, is not tied to customary teaching terms. The programme start depends on national circumstances and may occur at any time during the calendar year.

§ 36 Programme specific admission requirements

In addition to the general admission requirements in § 13 of the General Part, the following programme-specific admission requirements apply to the Master programme in Global Business Administration:

(1) At least two years of professional and management experience after obtaining the first academic degree. In justified exceptional cases, professional experience gained before completion of a first academic degree may also be credited for admission to the MBA programme. This is possible only where the experience constitutes qualified professional experience, within the meaning of the MBA, in senior management positions with executive decision-making authority.

(2) A completed first degree or an academic equivalent to a first degree comprising at least 180 ECTS credits (in the USA: normally 120–128 semester credit hours from a recognised and regionally accredited higher education institution). Missing credits required for admission may be obtained through additional modules, such as supplementary modules, within our own or other academic institutions or outside the higher education system (a maximum of 30 ECTS credits; in the USA: normally 15 semester credit hours); or

(3) A successfully completed Master's degree (≥240 ECTS credits; in the USA: normally ≥150 semester credit hours) from a recognised and regionally accredited higher education institution.

(4) Standardised crediting of knowledge and skills acquired outside the higher education system towards a maximum of 30 credits missing for admission is possible if candidates can demonstrate knowledge, skills and responsibility/autonomy at EQF level 6 through at least five years of management experience.

(5) An aptitude assessment conducted in English with the following components:

- A general assessment of the applicant's actual competencies (professional, educational and social). A specific assessment of the applicant's motivation, expectations, availability, support from family and employer, and ability to travel.
- A specific assessment of the applicant's ability and willingness to work in and lead a team.

(6) Admission documents required in addition to higher education certificates: evidence of a higher education entrance qualification, a signed curriculum vitae, a copy of the international passport, a statement of motivation and two letters of recommendation.

(7) A TOEFL score of 100 (internet-based test), or evidence of comparable language proficiency, if the applicant's first language is not English and/or the applicant has never studied in English at primary and/or secondary and/or tertiary level.

§ 37 Modules course units and assessments

Module or unit	Type	Module and course unit names	ECTS	Tutorial hours	Attendance hours	Self learning hours	Learning format	Assessment	Overall weight
GMBA 6100	**PM**	**International Management**	**6**	**30**	**0**	**150**			**6/90**
100		The nature of International Business		10		50	SE, TU	SK	2/90
101		Cross cultural management		10		50	SE, TU	SK	2/90
102		International Business law		10		50	SE, TU	IM	2/90
GMBA 6200	**PM**	**Strategy and Transformation**	**10**	**30**	**50**	**225**			**10/90**
200		Principles of effective management		10		65	SE, TU	SK	3/90
201		Tasks and tools of effective management		10		65	SE, TU	SK	3/90
202		Strategy residential			50	25	WS	PP	0/90
203		Mastering complexity through navigation		10		65	SE, TU	IM	4/90
GMBA 6300	**PM**	**Finance**	**10**	**30**	**50**	**225**			**10/90**
300		Financial accounting		10		65	SE, TU	SK	3/90
301		Financial planning		10		65	SE, TU	SK	3/90
302		Finance residential			50	25	WS	PP	0/90
303		Advanced financial planning		10		65	SE, TU	IM	4/90

§ 37 Modules course units and assessments continued

Module or unit	Type	Module and course unit names	ECTS	Tutorial hours	Attendance hours	Self learning hours	Learning format	Assessment	Overall weight
GMBA 6400	**PM**	**Marketing**	**10**	**30**	**50**	**225**			**10/90**
400		Strategic marketing		10		65	SE, TU	SK	3/90
401		Marketing research		10		65	SE, TU	SK	3/90
402		Marketing residential			50	25	WS	PP	0/90
403		Leading marketing innovations		10		65	SE, TU	IM	4/90
GMBA 6500	**PM**	**Human Resources**	**10**	**30**	**50**	**225**			**10/90**
500		Learning and employee development		10		65	SE, TU	SK	3/90
501		Appraisal and performance of HR		10		65	SE, TU	SK	3/90
502		Human resources residential			50	25	WS	PP	0/90
503		Development of management skills		10		65	SE, TU	IM	4/90
GMBA 6600	**PM**	**Operations**	**10**	**30**	**50**	**225**			**10/90**
600		Project management		10		65	SE, TU	SK	3/90
601		Operations processes and supply chain management		10		65	SE, TU	SK	3/90
602		Operations residential			50	25	WS	PP	0/90
603		Strategic performance management		10		65	SE, TU	IM	4/90

§ 37 Modules course units and assessments continued

Module or unit	Type	Module and course unit names	ECTS	Tutorial hours	Attendance hours	Self learning hours	Learning format	Assessment	Overall weight
GMBA 6800	**PM**	**Digital Leadership and Transformation**	**6**	**30**	**0**	**150**			**6/90**
800		Innovation and digital technology		10		65	SE, TU	SK	2/90
801		IT and customer relations		10		65	SE, TU	SK	2/90
802		Managing IT and strategy		10		20	SE, TU	IM	2/90
GMBA 6260	**WPM**	**Advanced Strategy**	**8**	**30**	**0**	**210**			**8/90**
260		Organisational development		10		65	SE, TU	SK	2/90
261		Strategic change and innovation		10		65	SE, TU	SK	2/90
262		Advanced business planning (strategy)		10		80	SE, TU	IM	4/90
GMBA 6360	**WPM**	**Advanced Finance**	**8**	**30**	**0**	**210**			**8/90**
360		Cost of capital and long-term financial policy		10		65	SE, TU	SK	2/90
361		Short-term financial planning		10		65	SE, TU	SK	2/90
362		Advanced business planning (finance)		10		80	SE, TU	IM	4/90

§ 37 Modules course units and assessments continued

Module or unit	Type	Module and course unit names	ECTS	Tutorial hours	Attendance hours	Self learning hours	Learning format	Assessment	Overall weight
GMBA 6460	**WPM**	**Export Marketing**	**8**	**30**	**0**	**210**			**8/90**
460		Export market entry strategies		10		65	SE, TU	SK	2/90
461		Managing export marketing decisions		10		65	SE, TU	SK	2/90
462		Advanced business planning (marketing)		10		80	SE, TU	IM	4/90
GMBA 6950	**WPM**	**Independent Studies**	**8**	**30**	**0**	**210**	**SE, TU**	**IM**	**8/90**
GMBA 6980	**EFM**	**Business Administration 1**	**10**			**300**		**IM**	

§ 37 Modules course units and assessments continued

Module or unit	Type	Module and course unit names	ECTS	Tutorial hours	Attendance hours	Self learning hours	Learning format	Assessment	Overall weight
GMBA 6981	**EFM**	**Business Administration 2**	**10**			**300**		**IM**	
GMBA 6982	**EFM**	**Business Administration 3**	**10**			**300**		**IM**	
GMBA 6999	**PM**	**Master Thesis**	**20**	**0**	**50**	**550**		**KO, MT**	**20/90**
1000		Academic research residential			50	25	WS		
		Master Thesis				525	SE, TU		

Workload summary

Activity	Hours
Attendance	300
Self-directed learning	2160
Tutorials	240
Total	2700

§ 38 Transfer and crediting of assessments from the USA

(1) US letter grades and US quality points are converted into German grade levels according to the following table:

US letter grade	US quality points	German grade	Description
A+	4.0	1.0	Very good - outstanding performance
A	4.0	1.0	Very good - outstanding performance
A-	3.7	1.3	Very good - outstanding performance
B+	3.3	1.7	Good - performance substantially above average
B	3.0	2.0	Good - performance substantially above average
B-	2.7	2.3	Good - performance substantially above average
C+	2.3	2.7	Satisfactory - performance meeting average requirements
C	2.0	3.0	Satisfactory - performance meeting average requirements
C-	1.7	3.3	Satisfactory - performance meeting average requirements
D+	1.3	3.7	Sufficient - performance that, despite shortcomings, still meets requirements
D	1.0	4.0	Sufficient - performance that, despite shortcomings, still meets requirements
D-	0.7	4.0	Sufficient - performance that, despite shortcomings, still meets requirements
F	0	4.7 / 5.0	Insufficient - performance that no longer meets requirements because of substantial shortcomings
I			Incomplete coursework or assessments

(2) The Global MBA corresponds to 45 US semester credit hours. The allocation of this workload to modules and course units is documented in the table under § 38(4).

(3) The basis for crediting assessments from the USA is § 38(4).

(4) Modules, course units and assessments in US semester credit hours:

§ 38(4) US semester credit hours

Module or unit	Type	Module and course unit names	Credit hours	Classroom hours	Practicum hours	Learning format	Assessment	GPA weight
GMBA 6100	**PM**	**International Management**	**3**		**180**			**3/45**
100		The nature of International Business			x	SE, TU	SK	1/45
101		Cross cultural management			x	SE, TU	SK	1/45
102		International Business law			x	SE, TU	IM	1/45
GMBA 6200	**PM**	**Strategy and Transformation**	**5**	**50**	**250**			**5/45**
200		Principles of effective management			x	SE, TU	SK	1/45
201		Tasks and tools of effective management			x	SE, TU	SK	1/45
202		Strategy residential		x		IN	PP	3/45
203		Mastering complexity through navigation			x	SE, TU	IM	
GMBA 6300	**PM**	**Finance**	**5**	**50**	**250**			**5/45**
300		Financial accounting			x	SE, TU	SK	1/45
301		Financial planning			x	SE, TU	SK	1/45
302		Finance residential		x		IN	PP	3/45
303		Advanced financial planning			x	SE, TU	IM	

§ 38(4) US semester credit hours continued

Module or unit	Type	Module and course unit names	Credit hours	Classroom hours	Practicum hours	Learning format	Assessment	GPA weight
GMBA 6400	**PM**	**Marketing**	**5**	**50**	**250**			**5/45**
400		Strategic marketing			x	SE, TU	SK	1/45
401		Marketing research			x	SE, TU	SK	1/45
402		Marketing residential		x		IN	PP	3/45
403		Leading marketing innovations			x	SE, TU	IM	
GMBA 6500	**PM**	**Human Resources**	**5**	**50**	**250**			**5/45**
500		Learning and employee development			x	SE, TU	SK	1/45
501		Appraisal and performance of HR			x	SE, TU	SK	1/45
502		Human resources residential		x		IN	PP	3/45
503		Development of management skills			x	SE, TU	IM	
GMBA 6600	**PM**	**Operations**	**5**	**50**	**250**			**5/45**
600		Project management			x	SE, TU	SK	1/45
601		Operations processes and supply chain management			x	SE, TU	SK	1/45
602		Operations residential		x		IN	PP	3/45
603		Strategic performance management			x	SE, TU	IM	

§ 38(4) US semester credit hours continued

Module or unit	Type	Module and course unit names	Credit hours	Classroom hours	Practicum hours	Learning format	Assessment	GPA weight
GMBA 6800	**PM**	**Digital Leadership and Transformation**	**3**		**180**			**3/45**
800		Innovation and digital technology			x	SE, TU	SK	1/45
801		IT and customer relations			x	SE, TU	SK	1/45
802		Managing IT and strategy			x	SE, TU	IM	1/45
GMBA 6260	**WPM**	**Advanced Strategy**	**4**		**240**			**4/45**
260		Organisational development			x	SE, TU	SK	1/45
261		Strategic change and innovation			x	SE, TU	SK	1/45
262		Advanced business planning (strategy)			x	SE, TU	IM	2/45
GMBA 6360	**WPM**	**Advanced Finance**	**4**		**240**			**4/45**
360		Cost of capital and long-term financial policy			x	SE, TU	SK	1/45
361		Short-term financial planning			x	SE, TU	SK	1/45
362		Advanced business planning (finance)			x	SE, TU	IM	2/45

§ 38(4) US semester credit hours continued

Module or unit	Type	Module and course unit names	Credit hours	Classroom hours	Practicum hours	Learning format	Assessment	GPA weight
GMBA 6460	**WPM**	**Export Marketing**	**4**		**240**			**4/45**
460		Export market entry strategies			x	SE, TU	SK	1/45
461		Managing export marketing decisions			x	SE, TU	SK	1/45
462		Advanced business planning (marketing)			x	SE, TU	IM	2/45
GMBA 6950	**WPM**	**Independent Studies**	**4**		**240**	**SE, TU**	**IM**	**4/45**
GMBA 6980	**EFM**	**Business Administration 1**	**5**		**300**		**IM**	

§ 38(4) US semester credit hours continued

Module or unit	Type	Module and course unit names	Credit hours	Classroom hours	Practicum hours	Learning format	Assessment	GPA weight
GMBA 6981	**EFM**	**Business Administration 2**	**5**		**300**		**IM**	
GMBA 6982	**EFM**	**Business Administration 3**	**5**		**300**		**IM**	
GMBA 6999	**PM**	**Master Thesis**	**10**	**50**	**550**		**KO, MT**	**10/45**
1000		Academic research residential		x		WS		
		Master Thesis			x	SE, TU		

Translator’s notes

These notes are not part of the German statutes.

1. The supplied source file is named “2023.08.28 Externenprüfungsordnung der Hochschule Albstadt.pdf”. Its heading and Senate adoption date contain the placeholder “xx.xx.2023”. It ends with the tables under § 38 and contains no § 39, entry-into-force dates or signatures. These have therefore not been carried forward from the earlier 2022 source.

2. The references to § 3(8) in § 18(1), § 22(7) and § 23(8) have been retained. The general examination deadline is addressed in § 3(6), while § 3(8) concerns parental leave. The reference to an overall grade “under paragraph (1)” in § 16(4) is also retained as written.

3. § 23(7) provides for a grade for the thesis defence; the programme-specific provision in § 34(4) states that no separate grade is awarded for the colloquium. Both provisions have been translated as written.

4. Workload figures, credits and weightings are reproduced as stated in the source, including apparent inconsistencies. The 10-ECTS modules in § 37 show 305 hours each. The supplementary modules have no overall-grade or GPA weighting specified. The 210-ECTS requirement “at the time of graduation” in § 34(5) has also been retained as written.

5. The source repeats the information and refusal-notice requirements in § 20(5) and (6). Both paragraphs are retained.

6. In § 36, the German expression “Semesterwochenstunden” is used for US credit quantities. In this context it has been rendered as “semester credit hours”, consistent with § 38. The abbreviation “IN” used for residential sessions in § 38(4) is retained; it is not defined in § 30.